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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*, and the requirements of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015, Paragraph 2.2.3.,to develop a coordinated wing instruction to control tools, equipment, and electronic devices from all wing agencies dispatching to aircraft parking/runway/taxi areas or aircraft maintenance facilities. It applies to all units assigned to the 100th Air Refueling Wing (100 ARW) and partner units with the following exceptions: 100th Maintenance Group (100 MXG), Aircrew Flight Equipment sections of 100th Operations Group, 95th Reconnaissance Squadron and 352d Special Operations Wing. The excluded units will follow guidance in AFI 21-101, including applicable MAJCOM supplements. This instruction does not apply to Air National Guard or Air Force Reserve Command units. This publication may not be supplemented or further implemented/extended. Requests for waivers must be submitted with justification to the publication OPR. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the Publications OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims//**. Refer recommended changes and questions about this publication to the Office of Primary

Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publications*, 22 September 2009; route AF forms 847 from the field through the appropriate functional chain of command. "The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force."

SUMMARY OF CHANGES

This document has been revised. It updates recent format changes in AFI 21-101, dated 21 May 2015. Other changes include adding TC Max to the tool control program in paragraph 4.1 and updating the software link. Publication references have also been updated throughout the document.

1. Purpose. Positive control and accountability of tools, equipment, and electronic devices used on aircraft parking, runway, and taxi areas is essential for the elimination of Foreign Object Damage (FOD). FOD related accidents cost the Air Force millions of dollars each year. The purpose of this publication is to provide all 100 ARW agencies the necessary guidance to implement a solid program to control the tools and equipment taken onto the airfield. Due to the diverse nature of 100 ARW agencies, one size does not fit all when it comes to tool control policy. Some units may have only a few items, such as Airfield Management, while others have literally hundreds of pieces of equipment, like Fire Protection and Security Forces. To be in compliance with this instruction, units must establish a program, or demonstrate that existing programs meet the intent of positive tool and equipment accountability and control.

2. Definitions.

2.1. Tool: A hand-held implement used in accomplishing work, such as a hammer, saw, wrench, drill, spirit level, shovel, axe, etc.

2.2. Equipment: A device required to accomplish a task or carry out work, such as surveyors' transit, portable generator, etc.

2.3. Electronic Device: Portable items such as land mobile radios (LMR), cell phones, and laptop computers.

2.4. Airfield: Includes all areas of the installation involved in aircraft operation such as taxiways, parking ramps, hardstands, and the runway.

2.5. Aircraft maintenance facilities: Includes buildings 539, 711, 769, 715, 772, 775, 803, 809, and 814. (Hangars and industrial areas only)

3. Responsibilities.

3.1. Unit commanders are responsible for ensuring an effective program is in place and compliance with this instruction for those sections that perform duties on the airfield or in aircraft maintenance facilities. Commanders must also ensure that contractors who work on the airfield or on aircraft maintenance facilities understand the importance of tool control in these areas.

3.2. Flight chiefs/section NCOICs (or equivalent) determine what tools, equipment, and electronic devices fall under the scope of this instruction and will:

3.2.1. Develop a system of inventory and control for all items brought out to the airfield or maintenance facilities to ensure they are returned to the section upon the completion of the job.

3.2.2. Notify 100 MXG Quality Assurance (QA) of program compliance to coordinate an initial evaluation.

3.3. Everyone who performs duties on the airfield or in maintenance facilities is responsible for safeguarding their equipment against loss by ensuring accountability before and after each trip. Immediately notify the 100 MXG Maintenance Operations Center (MOC) of items suspected to be lost in a maintenance facility or near an aircraft. MOC will run the appropriate checklist. If an item is suspected lost on the airfield, also contact the 100 ARW Command Post.

3.4. 100 MXG QA is the OPR for this instruction and will serve as subject matter experts to assist sections with setting up an effective program.

3.4.1. QA will conduct an initial evaluation of each section's program and provide inputs to ensure compliance with this OI. Once established, each section will accomplish an annual evaluation of their respective Composite Tool Kits (CTKs). The evaluation will be graded as either "compliant" or "non-compliant" with this instruction. Results will be provided to the   100 MXG/QA office and forwarded to the 100 ARW/CC, group and squadron commanders.

4. Products available. While not mandatory for non-aircraft maintenance units, the following products are readily available:

4.1. Units that do not already have a computer program to implement a tool control program may use the TC Max Asset Management Software ™ (TC Max). This is a computer program developed for the Air Force primarily designed for aircraft maintenance units, but the software is very adaptable for any unit and is available for purchase at: TC Max Software **(T-3)** Contact your unit computer administrator before installing any software.

4.2. USAFE Base Form 42, *CTK Inventory and Control Log*. Used to sign tool kits or other equipment out and to document return.

4.3. USAFE Base Form 43, *Lost Tool/Object Report*. This report is mandatory anytime a tool or object is lost on, or in the vicinity of an aircraft. **(T-3)** If this situation arises, immediately contact 100 MXG QA.

4.4. USAFE Base Form 44, *Missing/Removed Tool Log*. Used to document tools or equipment temporarily removed from service due to damage; or to identify minor discrepancies on tools that do not warrant removal from service. This could include broken knobs, missing snaps or hooks, etc.

5. Program elements. A solid tool control program in the context of this instruction should include the following:

5.1. Master Inventory Listing (MIL): A listing of all items dispatched out. Individual tool boxes will include an inventory of all items in that box.

5.2. Daily Inventory Log: Proof of physical accountability of all items on the MIL before and after each duty day or shift.

5.3. Sign In/Sign Out Log: Method to show custodial responsibility of items checked out for use on the airfield or in maintenance facilities. NOTE: A second person (if available) should sign in the item upon turn-in.

5.4. Program continuity book: Specific contents are at the discretion of the flight chief/section NCOIC (or equivalent), but should include shop policy and the MIL.

THOMAS D. TORKELSON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 21-1, *Air and Space Maintenance*, 29 October 2015

AFI 21-101, *Aircraft and Equipment Maintenance Management,* 21 May 2015

AFMAN 33-363, *Management of Records,* 1 March 2008

Prescribed Forms

USAFE Base Form 42, *CTK Inventory and Control Log*

USAFE Base Form 43, *Lost Tool/Object Report*

USAFE Base Form 44, *Missing/Removed Tool Log*

Adopted Forms

AF Form 847, *Recommendation for Change of Publications*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

ARW—Air Refueling Wing

CC—Commander

CTK—Composite Tool Kit

IMT—Information Management Tool

MIL—Master Inventory Listing

MXG—Maintenance Group

OG—Operations Group

OI—Operating Instruction

OPR—Office of Primary Responsibility

QA—Quality Assurance